

TRIMMED AVERAGE POLICY STATEMENT AND ILLUSTRATION

Policy Statement

Unless the Board elects a modified procedure for a particular solicitation, each time the Board approves an RFP award contract solicitation, the Board will (1) set the maximum point allocations for scoring by staff and by the Board, (2) interview and score up to the top four bidders except in the case of pool awards, and (3) will utilize a “trimmed average” scoring methodology for awarding points for the Board interviews.

Illustration

For example, under this method, if there are nine Board/Committee members assigning scores, the maximum points for the Board interview is 100; and the scores in descending order are 5,5,5,5,4, 4, 4, 3, 1; then one score of “5” and one score of “1” would be ignored, leaving a total of all remaining scores of 30. Thirty is then divided by 7 (the number of remaining scores) equaling a “trimmed average” score of 4.29. The Board interview points would then be calculated by multiplying 4.29 times the maximum points of 100 equaling 429, then dividing by 5, which is the number of positive score choices to reach the final interview score of 85.8. This score would then be added to the technical and fee scores for a final vendor score. The vendor with the highest final vendor score would be awarded the contract, subject to final negotiations and satisfaction of all requirements. The table on the following page illustrates the “trimmed average” method.

ATTACHMENT 4**ASSUMING TOTAL AVAILABLE BOARD POINTS OF 100**

	CANDIDATE 1	CANDIDATE 2	CANDIDATE 3	CANDIDATE 4
Rater 1	5	4	5	3
Rater 2	5	4	5	2
Rater 3	5	4	5	5
Rater 4	5	4	5	3
Rater 5	4	4	5	2
Rater 6	4	4	1	5
Rater 7	4	4	1	1
Rater 8	3	4	1	0
Rater 9	1	4	1	5
Trimmed Average	4.29	4.0	3.29	3.0
Multiply total points	429	400	329	300
Final Interview Score	85.8	80	65.8	60

CANDIDATE 1: Most Board members scored Candidate 1 positively. One member did not. The lowest score (1) and the highest score (5) was ignored and left a total of 30 points. The 30 points is divided by 7 equaling a “trimmed average” score of 4.29. The trimmed average score of 4.29 multiplied by the maximum points of 100 equals 429. The total is then divided by 5 (the number of positive score choices) in order to reach the final Board/Committee interview score. In this case, the final interview score for this vendor would be 85.8. This score would then be added to the staff-assigned scores (such as the technical and fee scores) for a final score.

CANDIDATE 2: All Board members scored Candidate 2 the same.

CANDIDATE 3: Reflects a majority of Board members liked Candidate 3 and a minority did not like Candidate 3.

CANDIDATE 4: The Board members scored Candidate 4 very differently.